

REQUEST FOR NAVY PARTICIPATION IN PUBLIC EVENTS (Navy Speaker's Bureau)		For CHINFO use only Date received:
<i>Purpose: This form is used to request a member of the U.S. Navy to speak at a public event. The information below is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all applicable sections.</i>		Date entered into Chartroom: Date first follow-up:
SECTION 1 – EVENT INFO	SECTION 2 – SPONSORING ORGANIZATION INFO	
1. Name of event	1. Full name of primary point of contact (POC)	
2. Date and time of event	2. Address of primary POC	
3. Location of event	3. Home phone number of primary POC	
4. Audience size & composition	4. Work phone and fax numbers of primary POC Phone () Fax ()	
5. Have you had any previous Navy/military speakers for your event?	5. E-mail address(es) of primary POC	
6. What rank/specialty is preferred?	6. Name of alternate POC	
7a. If other distinguished visitors/VIPs are invited, please specify. 7b. Have you invited media? If so, please specify name and media organization.	7. Contact information of alternate POC (same as above)	
8. Is there a charge to attend this event? If yes, please specify amount <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Is your organization a <input type="checkbox"/> Civic organization; <input type="checkbox"/> Government organization; or <input type="checkbox"/> Other? (please specify)	
9. Program of event (general itinerary)	9. Does your organization exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, sex or national origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Is this event being used to raise funds? (If so, please explain) <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Can your organization provide computer and/or audio-visual equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Is the public invited to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Is your organization willing to provide funding for any expenses when the requested military resources are not local to the geographic area of the event and not within the budget of the command? If so, please specify in terms of travel, lodging, meals, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Can you find other venues for the speaker if he/she travels to your location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13. Is your group advertising the event? If so, how and where? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Certification by sponsor: I am acting on behalf of my sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.</i>	
14. How did you learn about requesting a Navy speaker?	Signature of organization representative: _____	

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Possible speaker(s):
Speaker Information Name/rank: Title: Organization: Phone number: Fax number: E-mail address:
Feedback from Requestor
Feedback from Speaker
Comments